

Keidanren Nature Conservation Fund Management System User Manual

Keidanren Nature Conservation Fund
Keidanren Committee on Nature Conservation
Ver1.0

Date of Issue November 10th, 2015

To our applicants

Thank you for your application for the
Keidanren Nature Conservation Fund (KNCF).

This manual is designed to make application
procedure for **Keidanren Nature Conservation
Fund Management System** more efficient and
easier for the applicant.

For further information, such as the
application requirements, necessary reports,
documents to be submitted, and the overall
schedule for the 2016 application period,
please visit our homepage:

<https://www.keidanren.net/kncf/fund/project/>

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2015/2016 Work Flow (Based on Last Year's Work)								
	Oct 3	Oct 3		Dec 10	Jan – Mar 2015	Apr	Oct	Apr 2016
2015	Old	<ul style="list-style-type: none"> New user registration will become possible ⇒ The application form (Excel & Word) will be automatically sent out after registration 		<ul style="list-style-type: none"> Submit applications (Excel, Word) via e-mail Send additional materials, such as group information and photos, via post Receive application confirmation from the trustee(s) by e-mail by the end of December 	<ul style="list-style-type: none"> Receive message from the trustee(s) by e-mail at the end of March that the selection results have been uploaded 	<ul style="list-style-type: none"> Submit revised plan (free format) and bank account information (PDF) Receive the first half of the grant from the trustee(s) 	<ul style="list-style-type: none"> Submit progress report (free format) Receive the second half of the grant from the trustee(s) 	<ul style="list-style-type: none"> Submit the final report (free format)
		The following will be posted on the KCNC website: <ul style="list-style-type: none"> The requirements for accepting applications The yearly schedule Sample application form Past grant results 	Inquiry and communication with trustee(s) will take place via e-mail and/or telephone					

	Oct 2	Around Oct 15	Around Nov 10	Around Dec 15	Jan – Mar 2016	Apr	Oct	Apr 2017
2016	New	<ul style="list-style-type: none"> Upload the application form (Excel) onto the KCNC website. It will be possible to copy and paste the information to the Web system after its launch. Post a project rundown (Word) on the website. It will be possible to start with a previously prepared document. 	<ul style="list-style-type: none"> Start User Registration (receive ID/password) It will be possible to use an application form previously completed in Excel to apply online It will also be possible to upload a Word file onto the website 	Via the Web System <ul style="list-style-type: none"> Submit a previously completed Excel version of the application form Upload a project rundown as a Word file Upload any other necessary documents (maximum size 25MB) Submit a list of prerequisites and a pledge of engagement (new request) Submission receipts will be provided automatically 	<ul style="list-style-type: none"> Announce that the results have been posted online at the end of March. Applicants will be able to access the system to check the results. 	<ul style="list-style-type: none"> Fill out a revised plan on the Web System and upload the bank account information as a PDF file Receive the first half of the grant from the trustee(s) 	<ul style="list-style-type: none"> Upload a progress report. A template will be provided on the KCNC website. Receive the second half of the grant from the trustee(s) 	<ul style="list-style-type: none"> Upload the final report. A template will be provided on the KCNC website.
		The following will be posted on the KCNC website: <ul style="list-style-type: none"> The requirements for accepting applications The yearly schedule Sample application form Past grant results 	Inquiry and communication from/to the trustee(s) will take place through the "Message"					

The application procedure has gotten more involved and requires more work but thanks to our new online system we're able to visualize the data we receive more easily, streamline the process, and make it so it's now possible to check on the status of the application online.

2016 GRANT APPLICATION FORM FOR KEIDANREN NATURE CONSERVATION FUND (KNCF)			
The procedure of web application is as follows. An operational period is set as each step respectively, and input in period outside/renewal procedure can't be done, so would you pay attention			
Procedure	details	useURL	Operational period(Japan Time)
Step One	User Registration	Keidanren Nature Conservation Fund web site > KEIDANREN NATURE CONSERVATION FUND > Recruitment project assistant https://www.keidanren.net/kncf/fund/p/roject/	(Starting) November 10 Tuesday 09:00 in 2015 (End) to December 15 Tuesday 17:00.
Step Two	How to make your online application	Keidanren Nature Conservation Fund Management System	
2.1	Filling out your application	https://kncf.jp/entry/ main menu button	(Starting) November 10 Tuesday 09:00 in 2015
2.2	How to fill out your Project Summary	> Filling out your application button	(End) to December 15 Tuesday 17:00.
2.3	How to attach your Project Proposal	(To each tab)	
2.4	Confirmation and Pledge		* You can revise your application as many times as you want while the application process is open. * The last day of submission will be equal to the date you apply.
Step Three	Checking your status	Keidanren Nature Conservation Fund Management System	
3.1	Checking your status	https://kncf.jp/entry/ main menu button > Checking your status button	(Starting) 2016 year April 1 Friday 09:00 After. * That sent an alienee of message plural of upload completion of a choice result to
3.2	Checking your progress		(Starting) after written application submission. At any time. * By ID/PW of a relevant project. (After next year) It's also possible to check it about application in the past.
For Organizations Whose Grants Were Approved			
Step Four	Submitting Your Revised Plan & Bank Info	Keidanren Nature Conservation Fund Management System	
4.1	Revising your Project Plan & Budget	https://kncf.jp/entry/ Menu button	(Starting) April 1 Friday 09:00 in 2016(End) to May 31 Monday 17:00.
4.2	Entering your bank account info & attaching your signature	> Correction plan・Bank Info Input button	
Step Five	Submitting your Interim Report	Keidanren Nature Conservation Fund Management System	
5.1	Submitting your Activity Plan and Budget Outline	https://kncf.jp/entry/ Menu button	(Starting) October 3 Monday 09:00 in 2016(End) to October 31 Monday 17:00.
5.2	Submitting your Detailed Interim Report	> Interim Report Submitting button	
5.3	Submitting extra files		
Step Six	Submitting your Final Report	Keidanren Nature Conservation Fund Management System	
6.1	Submitting your Activity Plan and Budget Outline	https://kncf.jp/entry/ Menu button	(Starting) April 3 Monday 09:00 in 2017(End) to April 28 Friday 17:00.
6.2	Submitting your Detailed Final Report	> Submitting your Final Report button	
6.3	Submitting extra files		
Miscellaneous		Keidanren Nature Conservation Fund Management System	
1)	About attaching documents	https://kncf.jp/entry/ Menu button > attaching documents button	(Starting) 2015 year November 10 Tuesday 09:00 After.
2)	About the Messaging Function	Menu button > the Messaging Function button	(Starting) after User Registration
3)	About submitting forms	main menu button > Filling out your application button (The screen upper)	(Starting) 2015 year November 10 Tuesday 09:00 After.

3) Applying Online

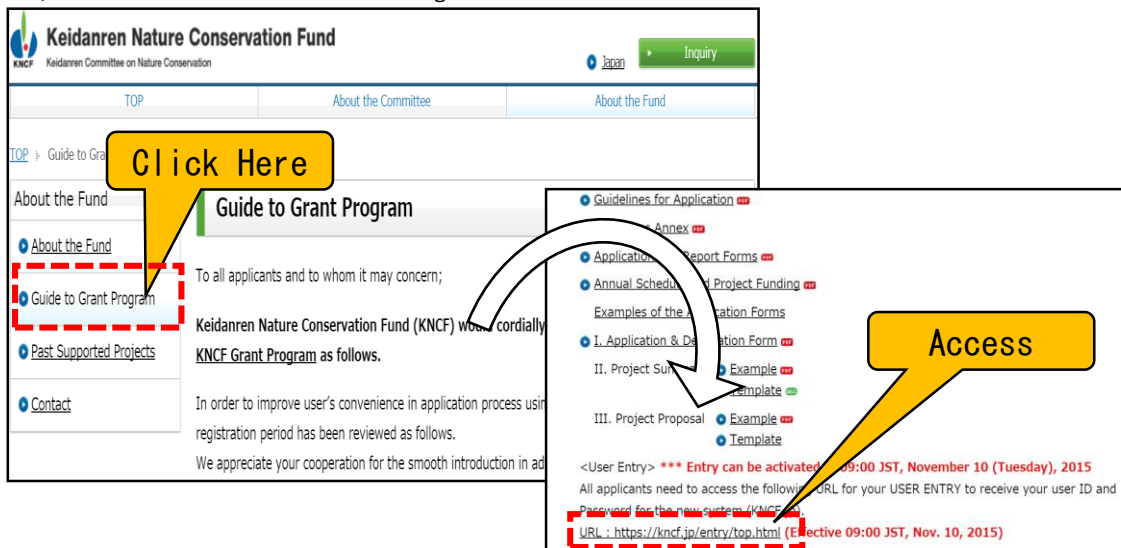
Step One: User Registration and How to Log In

1.1 User Registration

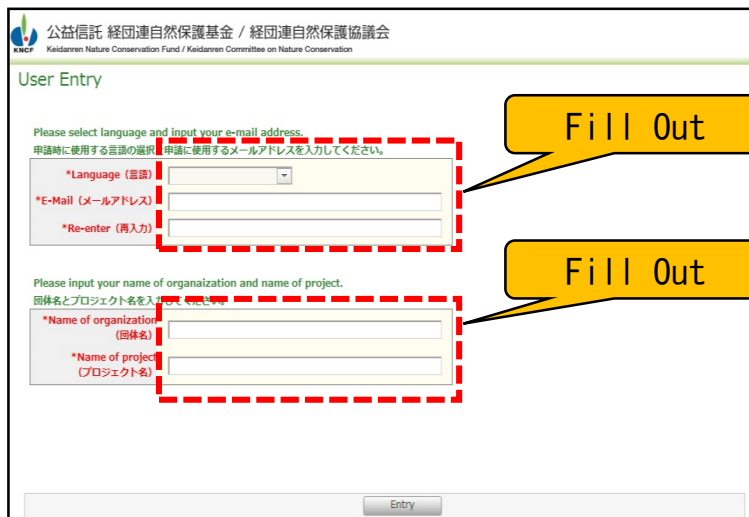
1) Go to the Keidanren Nature Conservation Fund website and click on "About the Fund."



2) Click on "Guide to Grant Program"



3) Follow the User Registration link provided on the 2016 Project Assistance application page. Fill out the fields in the screen that pops up.



Step One : User Registration and How to Log In

1.1 User Registration (Receiving your URL / ID / Password)

A unique User ID and password will be provided for each project. An automated message will be sent to the e-mail address you provide during registration.

You will be able to check whether or not you can login as soon as you receive the confirmation mail.

Sample of the confirmation mail

Dear (project name),

Thank you for applying for Keidanren Nature Conservation Fund 2016.

Your login user ID and your password for your WEB site registration will be as follows:

(Please refer to the applicant's manual for the further details of the registration procedure. You can download the manual at the following URL: <https://www.keidanren.net/kncf/en/fund/program/pdf/en-manual.pdf>)

Site URL: <https://kncf.jp/entry/>

Login ID: 69246863

Password: sLVMK8s4

*Please be careful when handling your user ID and password.

*This email is sent from a send-only address. No reply email will be sent from this address. In case you have an inquiry, please select the "Contact/Message Exchange" function from the Top Menu.

Trustee: Keidanren Nature Conservation Fund,
c/o Public Trust group, Retail Fiduciary Business Department,
Sumitomo Mistui Trust Bank, Limited (E-mail: charitabletrust@smtb.jp)

3) Applying Online

Step One : User Registration and How to Log In

1.2 How to Log In

After receiving your confirmation mail please go to the URL provided and then try logging in with your User ID and password.

Please be careful not to give out your User ID / password to anyone else!!

Dear (project name),

Thank you for applying for Keidanren Nature Conservation Fund (KNCF).
Your login user ID and your password for v

(Please refer to the applicant's manual for the further details of the registration procedure. You can download the manual at the following URL: [manual.pdf](#))

Site URL: <https://kncf.jp/entry/>

Login ID: 69246863

Password: sLVMK8s4

*Please be careful when handling your user ID and password.

*This email is sent from a send-only address. If you have an inquiry, please select the "Contact" button.

Trustee: Keidanren Nature Conservation Fund (KNCF)
c/o Public Trust group, Retail Fiduciary Business
Sumitomo Mistui Trust Bank, Limited (E-mail: [kncf@sumitomo-trust.co.jp](#))

1) Go to the URL provided in the e-mail

Be careful not to forget the "s" at the end of "https"!!

2) Enter your User ID and password to confirm that you're able to log in.

Depending on your Internet speed it should take about 5-10 seconds to log in



Before Logging In

Registering your application is covered in Section 2.1



After Logging In

1.2 How to Log In – System Resources & Tips 1

Tip 1: Each session is set for 120 minutes and users will have to log in again if they go over that limit. **Any information that isn't updated or saved during this time will be lost and will have to be re-entered.**



After 120 minutes



Step One : User Registration and How to Log In

1.2 How to Log In – System Resources & Tips 2

Tip 2: Since pages without a “Save” button cannot be saved you’ll have to press the “Update” button and then go back to make any revisions.

- ✖The application page is the only page that can be saved midway

The screenshot shows the 'Project Proposal' form on the KNCF JP website. A yellow callout bubble with the text 'Save Button' points to a 'Temporary Save' button, which is highlighted with a red dashed box. The form includes fields for Name, Address of Organization, HP, Name of project, Proposed Amount of Grant, Country, Region, Contact Person, Prefix, Name, Phone Number, Fax Number, and E-Mail. A note at the bottom states: '(NOTE) This E-mail address will be used for communication. * articles must be fill in'.

Application >> Project Summary >> Project Proposal >> Requirement Check & Declaration Revised Plan >> Bank Account >>

E58 |---1---|---2---|---3---|---4---|---5---|---6---|---7---|---8---|---9---|---10---|---11
E59 |---1---|---2---|---3---|---4---|---5---|---6---|---7---|---8---|---9---|---10---|---11

Project Budget (Please describe the concrete organization name for "Other Subsidies".)

Income		(Unit: JPY1,000)	Expenditure		(Unit: JPY1,000)
KNCF FUND (Proposed Amount of Grant) (A)		20,000	Materials & goods expense		26,000
Other Subsidies (B)	E60 ---1--- ---2--- ---3---	21,000	Field survey & operation expenses		27,000
	E61 ---1--- ---2--- ---3---	22,000	Meeting / management activity exp		28,000
	E62 ---1--- ---2--- ---3---	23,000	Personnel expenses		29,000
	E63 ---1--- ---2--- ---3---	24,000	Traveling expenses		13,000
Self-finance(C)		25,000	Office cost / others		12,000
Total income(A+B+C)		135,000	Total expenditure		135,000

Remark

E64 |---1---|---2---|---3---|---4---|---5---|---6---|---7---|---8---|---9---|---10---|---11---|---12---|---13---|---14---|---15---|---16---|---17---|---18---|---19---|---20---|---21---|---22---|---23---|---24---|---25---|---26---|---27---|---28---|---29---|---30---|---31---|---32---|---33---|---34---|---35---|---36---|---37---|---38---|---39---|---40---|---41---|---42---|---43---|---44---|---45---|---46---|---47---|---48---|---49---|---50---|---51---|---52---|---53---|---54---|---55---|---56---|---57---|---58---|---59---|---60

Update Button

* articles must be fill in

Update

16:12 2015/11/05

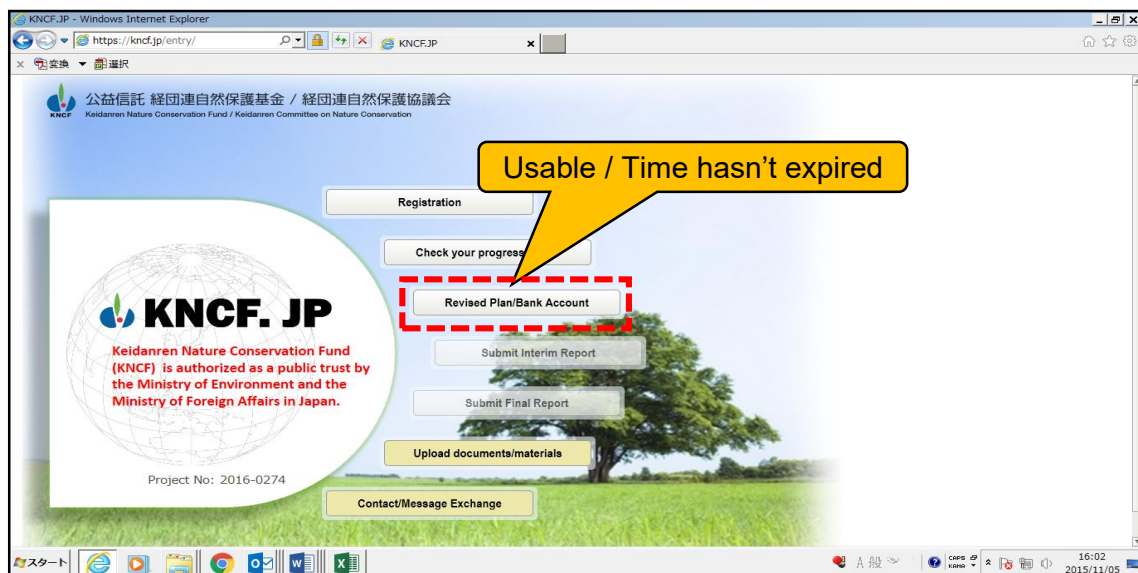
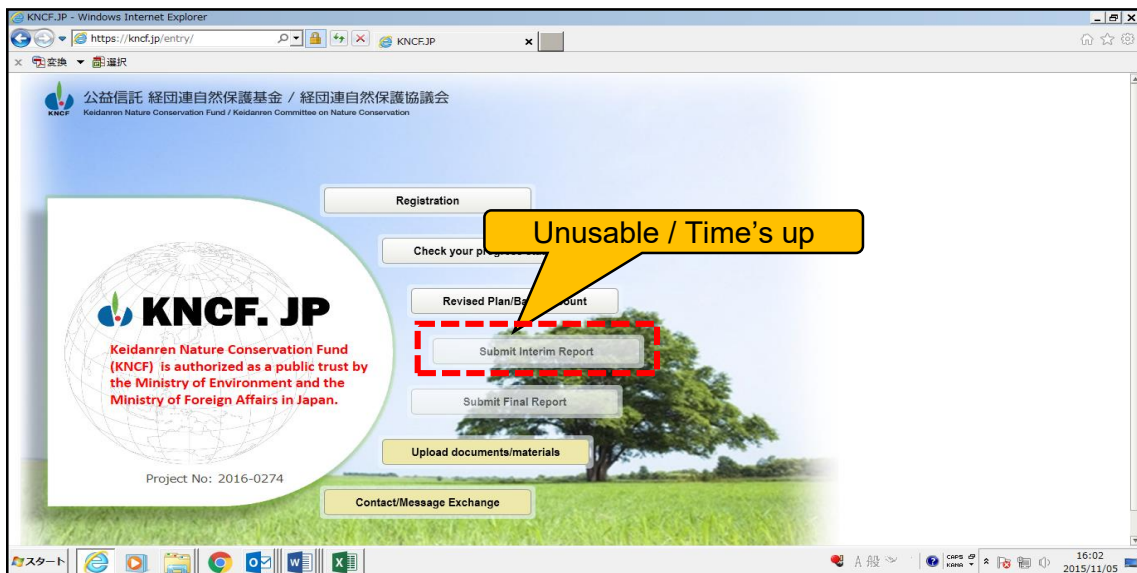
3) Applying Online

Step One : User Registration and How to Log In

1.2 How to Log In – System Resources & Tips 3

Tip 3: Areas where text can be input or can be otherwise manipulated are shown in black.

※Transparent buttons cannot be used / the input time has expired



3) Applying Online

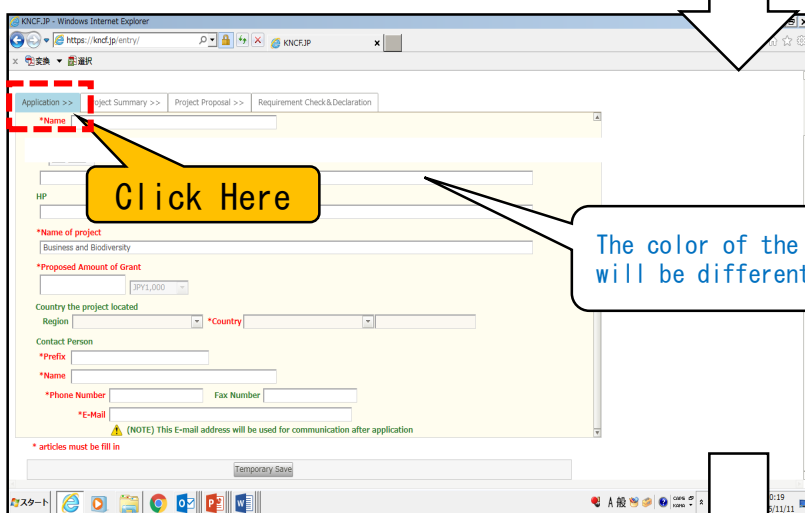
Step Two: How to make your online application

2.1 Filling out your application (Registration)

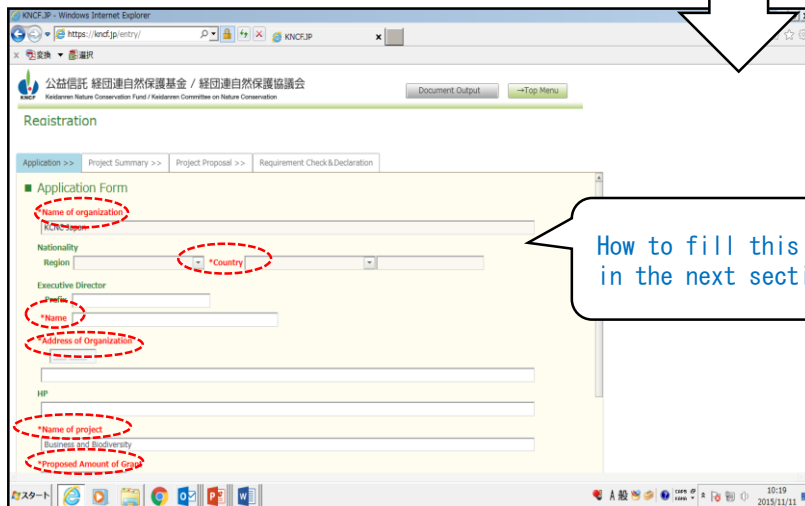
Go to the main menu and click on "Application Registration"



2) click on the "application" tab



3) Fill in each field in English



Fields with a red asterisk beside them are mandatory

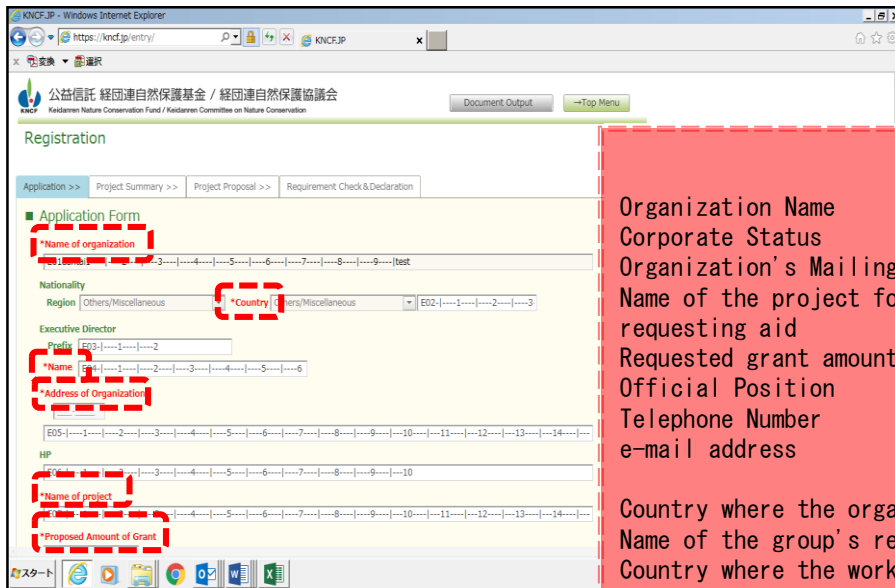
3) Applying Online

Step Two: How to make your online application

2.1 Filling out your application (Registration) 1

1) Please fill in the requested information

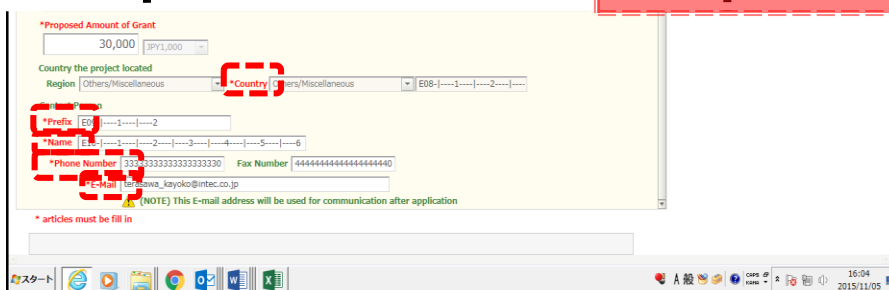
Fields with a red asterisk beside them are mandatory



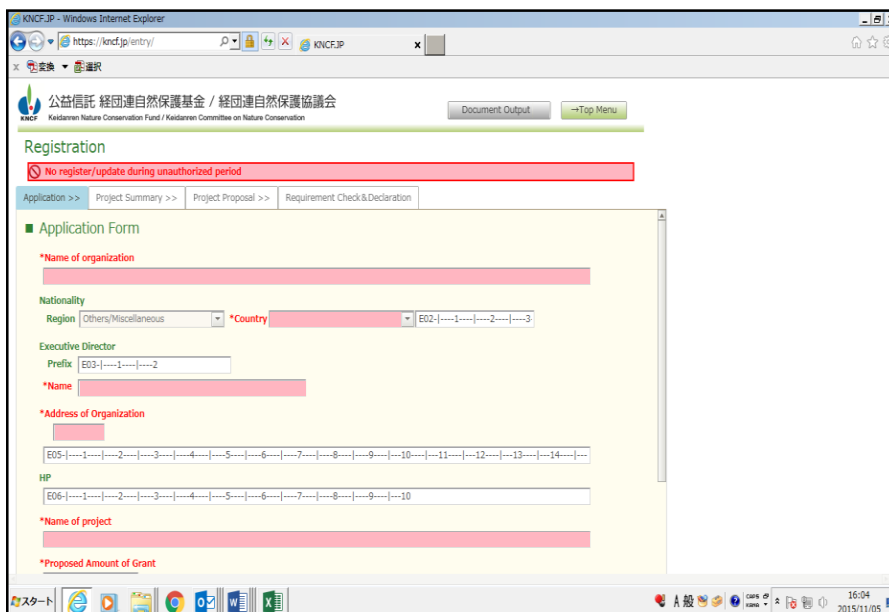
Organization Name
Corporate Status
Organization's Mailing Address
Name of the project for which you're requesting aid
Requested grant amount
Official Position
Telephone Number
e-mail address

Country where the organization is based
Name of the group's representative
Country where the work will be taking place
Name of the contact person

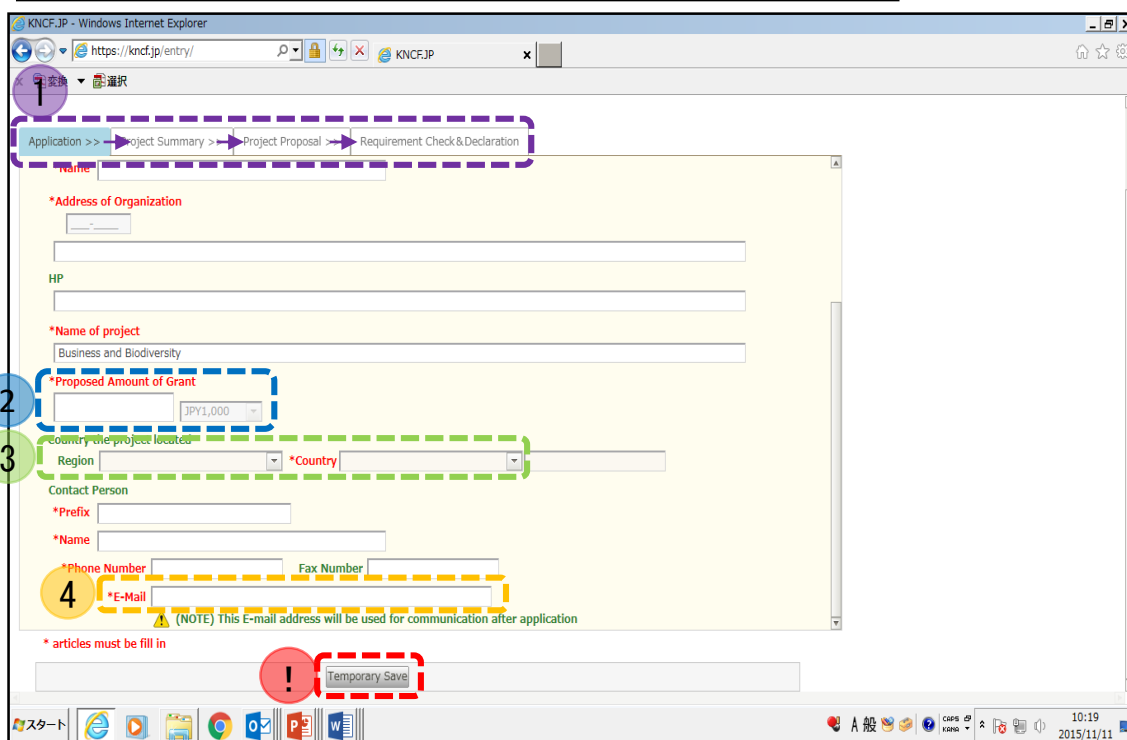
Scroll down



2) If you didn't fill something out correctly then a red error message will appear beside the appropriate areas



2.1 Filling out your application (Registration) 2



1

You will need to fill in everything from the Application tab on the left to the Confirmation and Pledge tab on the right.

2

About the requested grant amount: The input amount is set to Japanese yen with 1,000 yen being displayed as JP¥1,000. You cannot put in American dollars or any other currency.

3

About the country / region names: If the name of the country or region where your organization is based or where your work will be taking place is not listed in the drop-down menu then select "Other" and enter the name in the text box.

4

About the contact person's e-mail address: All contact made after the application is submitted will be sent to the e-mail entered at registration. This e-mail address cannot be changed.

!

You can save your work with the "temporarily save" button even if you have not completed all the required items

3) Applying Online

Step Two: How to make your online application

2.1 Filling out your application (plus additional info)

When you submit your application, you'll automatically be sent a project number. The next time you log in your nine-digit number will be displayed on the lower left side of the screen.

The login screen before submitting your application



The login screen after submitting your application

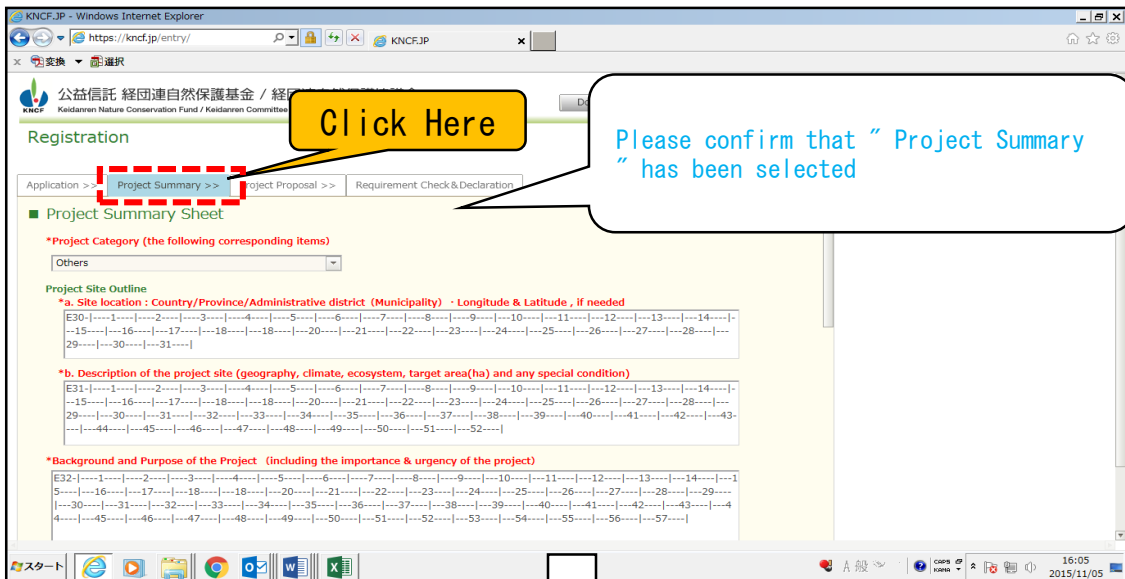


3) Applying Online

Step Two: How to make your online application

2.2 How to fill out your Project Summary

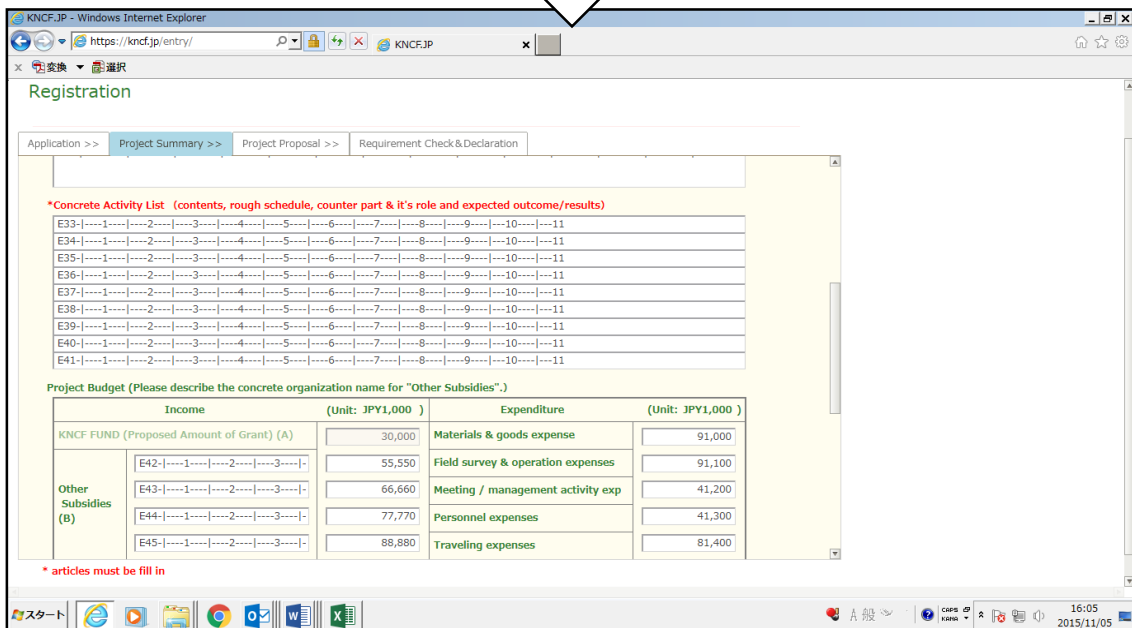
1) Click on the "Project Summary" tab



Click Here

Please confirm that "Project Summary" has been selected

2) Fill in each field in English



***Concrete Activity List (contents, rough schedule, counter part & it's role and expected outcome/results)**

Activity	Contents	Rough schedule	Counter part	It's role	Expected outcome/results
E33	1	2	3	4	5
E34	1	2	3	4	5
E35	1	2	3	4	5
E36	1	2	3	4	5
E37	1	2	3	4	5
E38	1	2	3	4	5
E39	1	2	3	4	5
E40	1	2	3	4	5
E41	1	2	3	4	5

Project Budget (Please describe the concrete organization name for "Other Subsidies".)

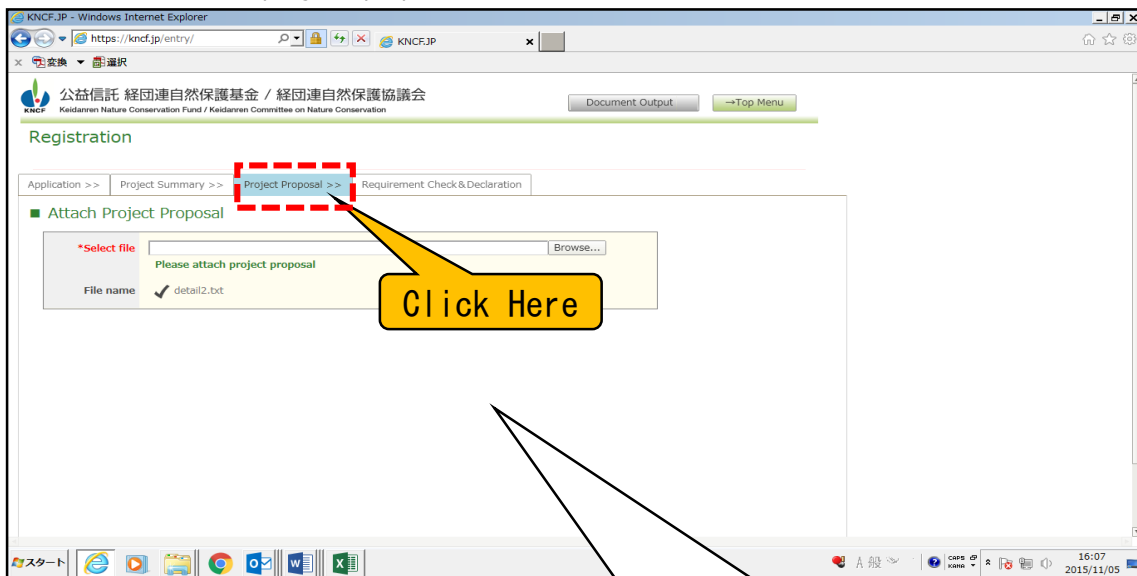
Income		(Unit: JPY1,000)	Expenditure		(Unit: JPY1,000)
KNCF FUND (Proposed Amount of Grant) (A)		30,000	Materials & goods expense		91,000
	E42	55,550	Field survey & operation expenses		91,100
	E43	66,660	Meeting / management activity exp		41,200
	E44	77,770	Personnel expenses		41,300
	E45	88,880	Traveling expenses		81,400

* articles must be fill in

Step Two: How to make your online application

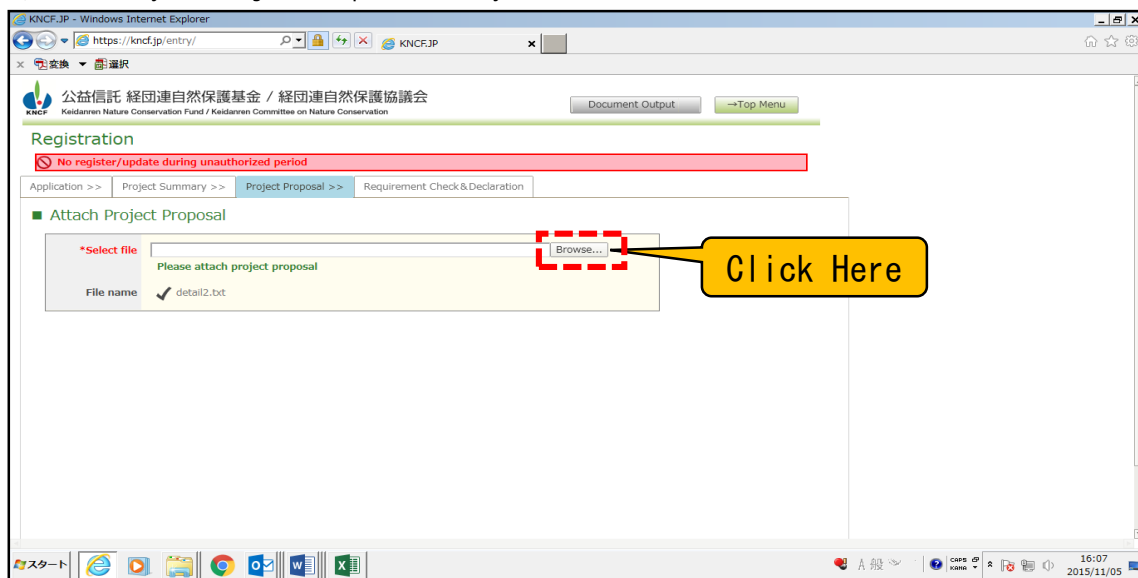
2.3 How to attach your Project Proposal 1

1) Click on the "project proposal" tab



Please confirm that "Project Proposal" has been selected

2) Select your Project Proposal from your saved documents and attach it



Additional Info

About the file format:

You can use the MS Word template provided on the KCNF website.

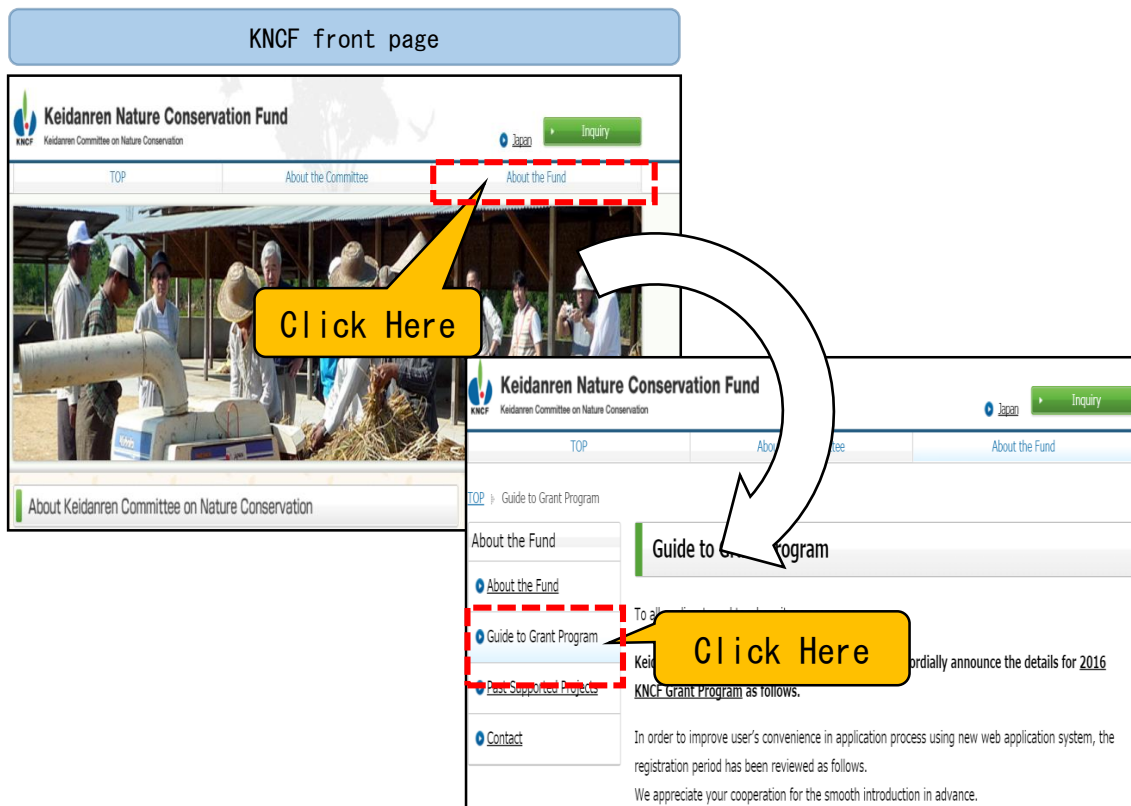
You can submit documents in formats other than Word but they must contain all the same information. For more details please refer to the reports and submitted documents on the website.

3) Applying Online

Step Two: How to make your online application

2.3 2.3 How to attach your Project Proposal 2

KNCF front page



Keidanren Nature Conservation Fund
Keidanren Committee on Nature Conservation

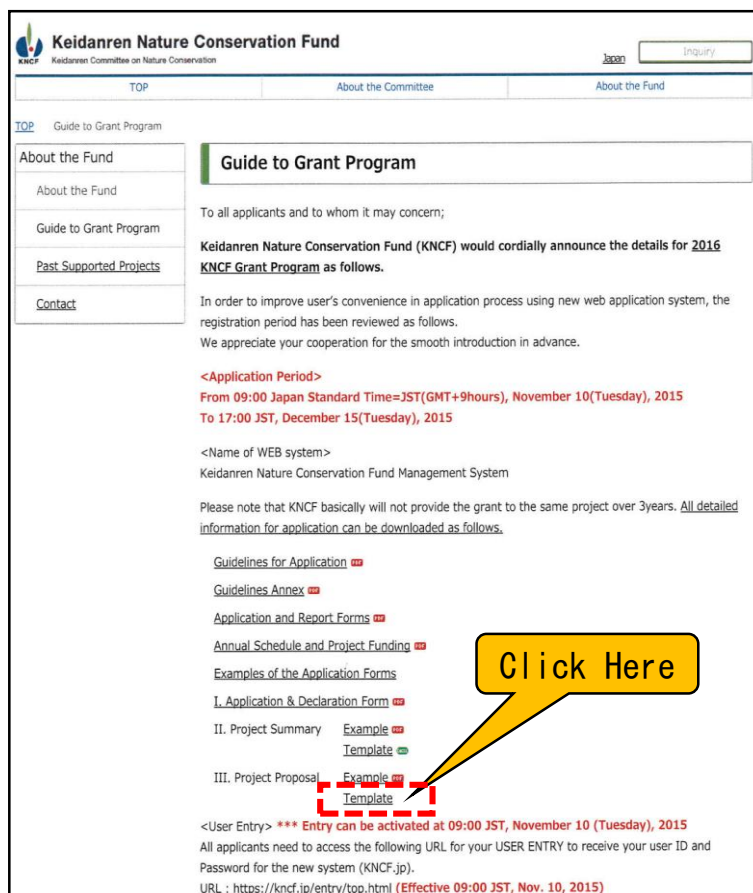
TOP About the Committee About the Fund Inquiry

Click Here

Guide to Grant Program

Click Here

3) Click on "Template" and the Word file will start to download.



Keidanren Nature Conservation Fund
Keidanren Committee on Nature Conservation

TOP About the Committee About the Fund Inquiry

TOP Guide to Grant Program

About the Fund

About the Fund

Guide to Grant Program

Past Supported Projects

Contact

Guide to Grant Program

To all applicants and to whom it may concern;

Keidanren Nature Conservation Fund (KNCF) would cordially announce the details for **2016 KNCF Grant Program** as follows.

In order to improve user's convenience in application process using new web application system, the registration period has been reviewed as follows.
We appreciate your cooperation for the smooth introduction in advance.

<Application Period>
From 09:00 Japan Standard Time=JST(GMT+9hours), November 10(Tuesday), 2015
To 17:00 JST, December 15(Tuesday), 2015

<Name of WEB system>
Keidanren Nature Conservation Fund Management System

Please note that KNCF basically will not provide the grant to the same project over 3years. All detailed information for application can be downloaded as follows.

[Guidelines for Application](#)

[Guidelines Annex](#)

[Application and Report Forms](#)

[Annual Schedule and Project Funding](#)

[Examples of the Application Forms](#)

I. Application & Declaration Form

II. Project Summary [Example](#) [Template](#)

III. Project Proposal [Example](#) [Template](#)

Click Here

<User Entry> * Entry can be activated at 09:00 JST, November 10 (Tuesday), 2015**
All applicants need to access the following URL for your USER ENTRY to receive your user ID and Password for the new system (KNCF.jp).
URL : <https://knkf.jp/entry/top.html> (Effective 09:00 JST, Nov. 10, 2015)

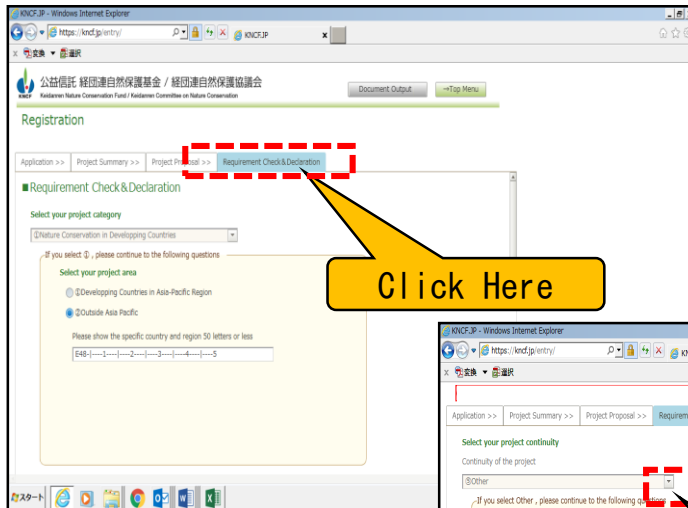
3) Applying Online

Step Two: How to make your online application

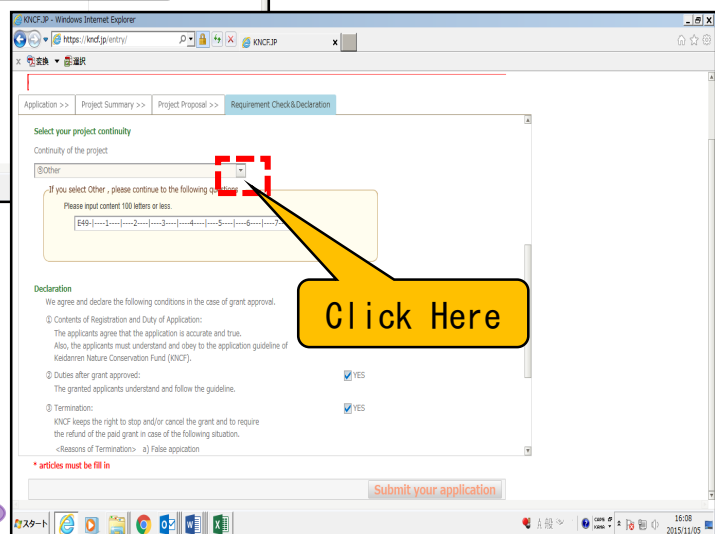
2.4 Confirmation and Pledge (New Registrations) 1

purpose : Please enter the information needed to confirm that your organization meets the requirements necessary for the grant being applied for.

1) Click on the "Requirement Check & Declaration" tab

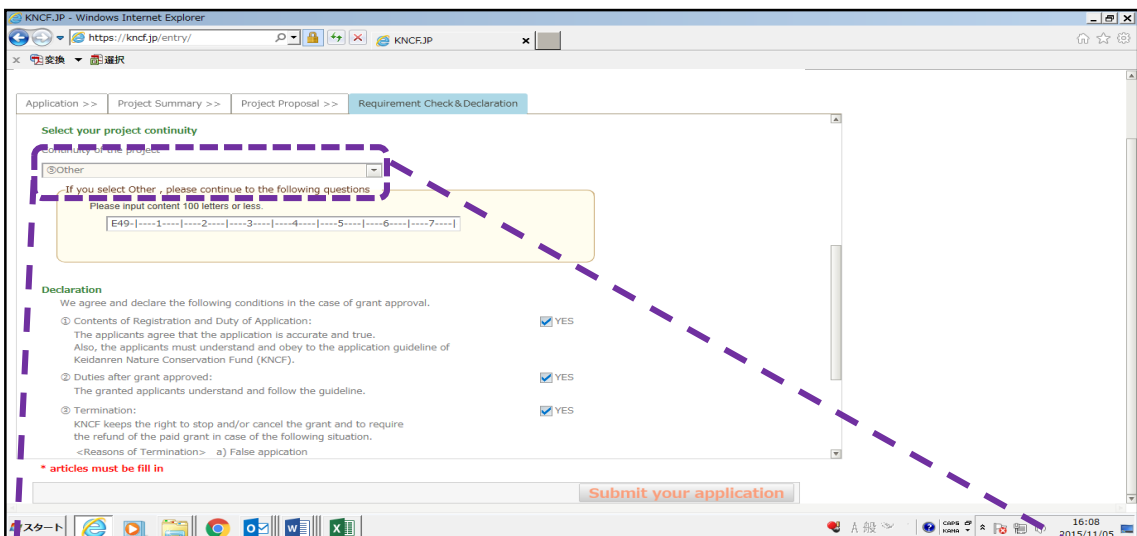
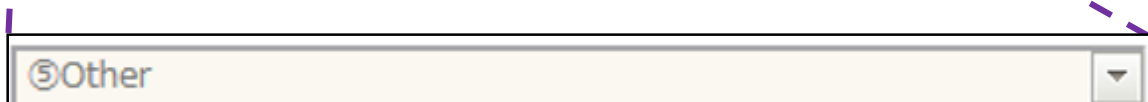


2) Select the corresponding project from the pull-down menu



Additional Info

Please choose whether the application is a new one or a continuing one. If you can't determine which one yours is then select "Other" and enter an explanation.

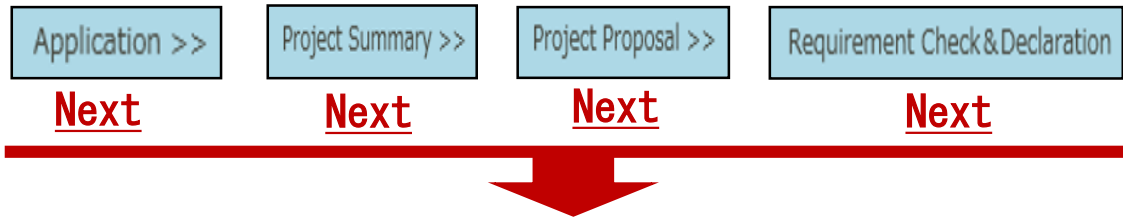
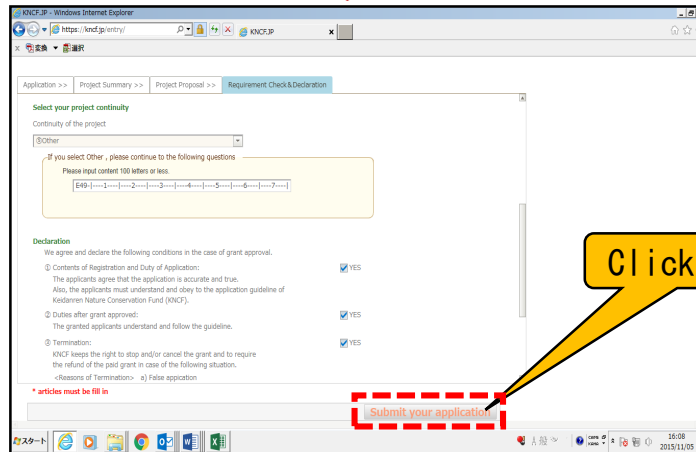



3) Applying Online

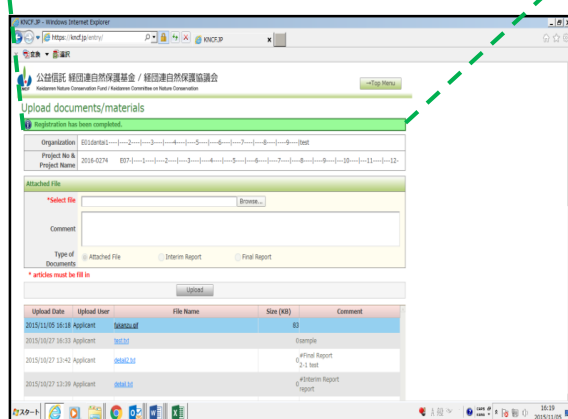
Step Two: How to make your online application

2.5 Submitting your application

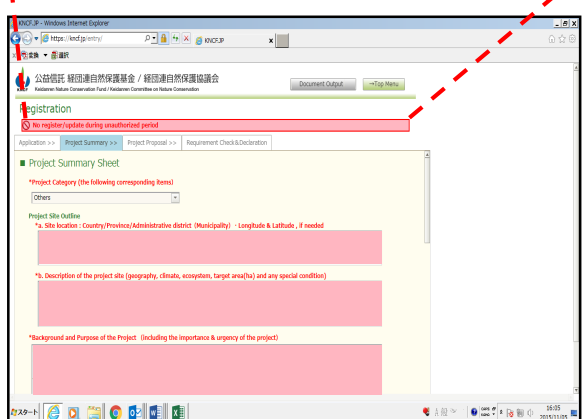
1) Make sure you haven't left anything out after entering all the required information and attaching all the required documents in each tab and then click on the "Submit Your Application" button on the bottom right-hand side of the screen.

Registration has been completed.



No register/update during unauthorized period

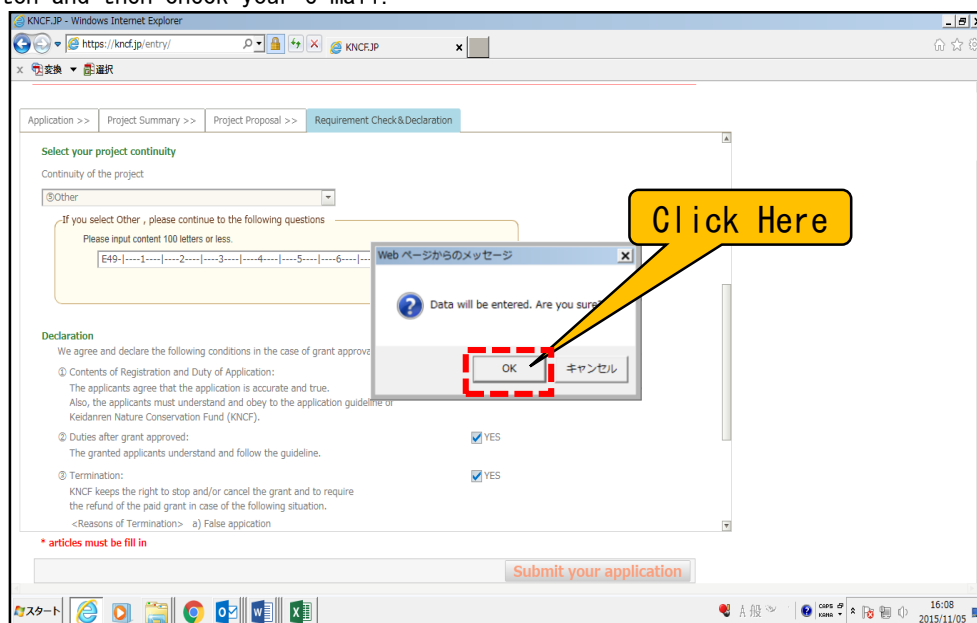



If you do not enter all the required fields then a red error message will appear over the tab with the missing information. Your cursor will automatically jump to the field with the missing information and an explanation of what's needed will be provided. You can edit an application you've already submitted as long as you do so before the deadline.

Step Two: How to make your online application

2.6 Confirming that your application is finished

1) When your registration is finished then a pop-up will appear telling you that an automated message will be sent to the e-mail address you provided. Click on the OK button and then check your e-mail.



★An example of a registration confirmation mail

Dear (name of English Test User) of (name of project),

You have received a new message regarding the application mentioned below.
Please check the message(s)/comment(s) in the website.

Site URL: <https://knkf.jp/entry/>

Project Number: 2016-128

Sender: Grantee_E

Message(s)/Comment(s):

To all grantees:

Thank you for applying to the Keidanren Nature Conservation Fund. We would like to let you know that we have uploaded the results of our selection. Please log in and select "View application process" from the menu button to confirm the results for you application.

Keidanren Nature Conservation Fund Trust, Sumitomo Mitsui Trust Bank, Limited

*This email is sent from a send-only address. No reply email will be sent from this address. In case you have an inquiry, please select the "Contact/Message Exchange" function from the Top Menu.

Trustee: Keidanren Nature Conservation Fund,
c/o Public Trust group, Retail Fiduciary Business Department,
Sumitomo Mistui Trust Bank, Limited (E-mail: charitabletrust@smtb.jp)

3) Applying Online

Step Three: Checking your status

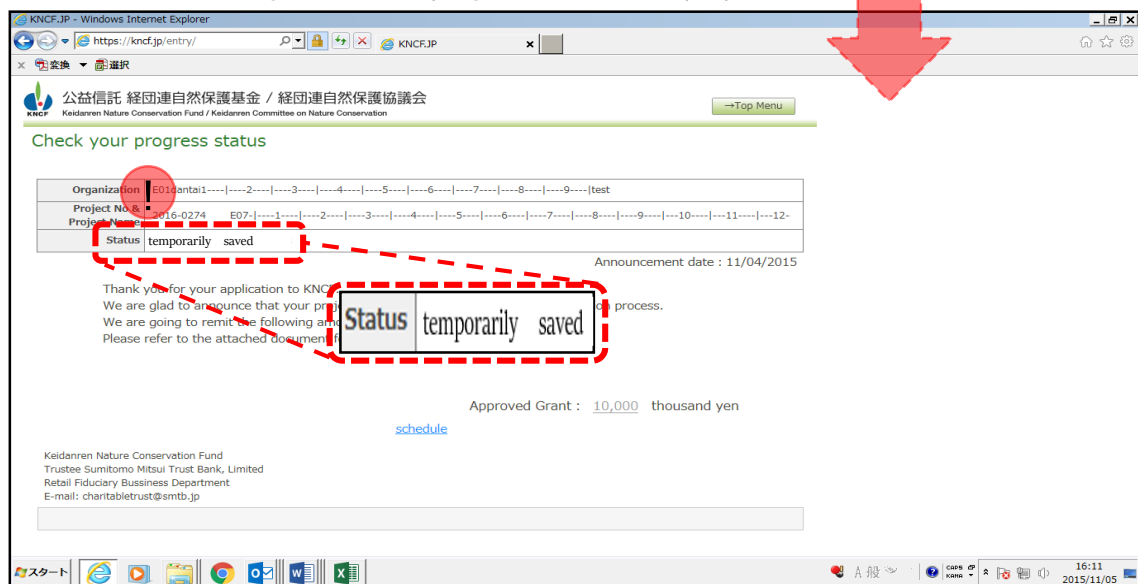
3.1 Checking your progress and results 1

1) Click on "Check Status" on the main menu



If a decision hasn't been made yet

2) Your organization's progress will be displayed



If your status says "temporarily saved" then your application hasn't been submitted yet

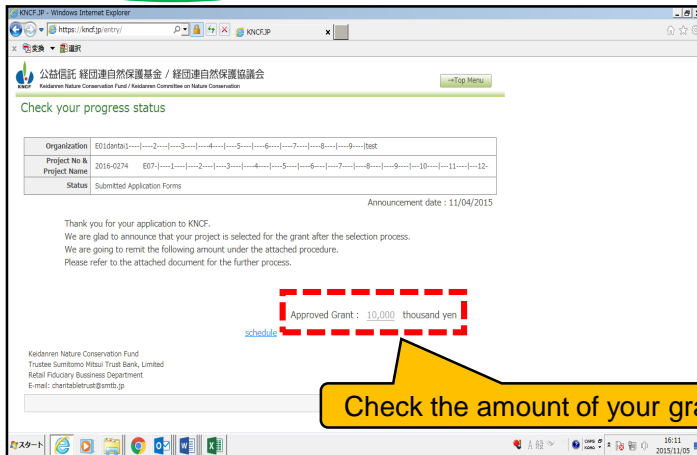
NEXT

3.1 Checking your progress and results 2

- 3) After submitting your application, a decision will be made and the word "Message" will be displayed that will tell you whether your application's been accepted or rejected. If it's been accepted then you'll also be able to check the amount awarded.

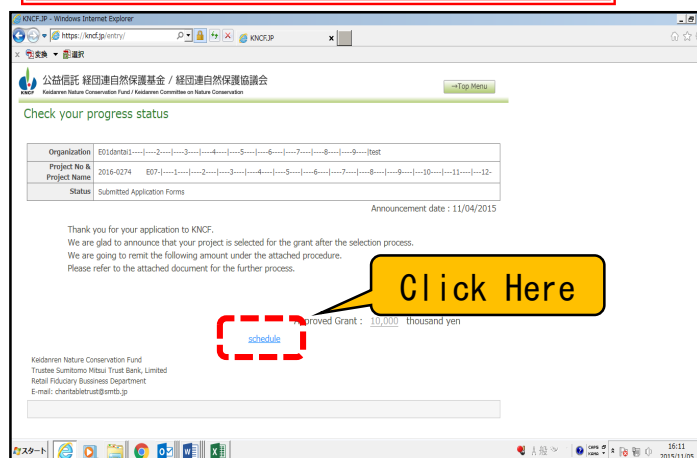
★Examples of acceptance / rejection messages

Accepted

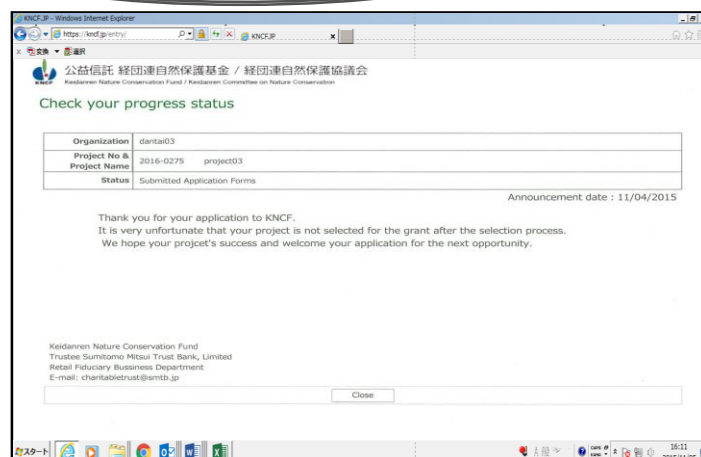


If your application was accepted

- 4) If your grant was approved then you'll be directed to submit your revised plan / bank account information



If your application wasn't accepted



4) For Organizations Whose Grants Were Approved

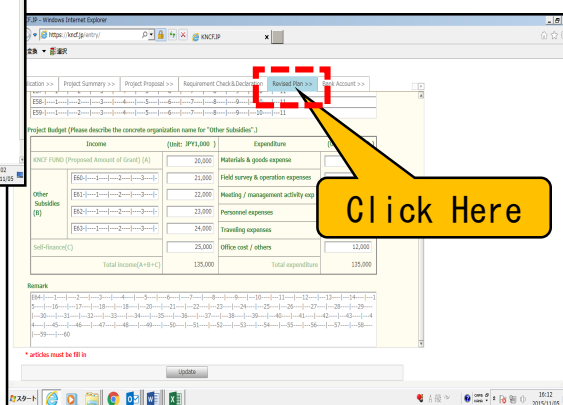
Step Four: Submitting Your Revised Plan & Bank Info

4.1 Revising your Project Plan & Budget Plan 1

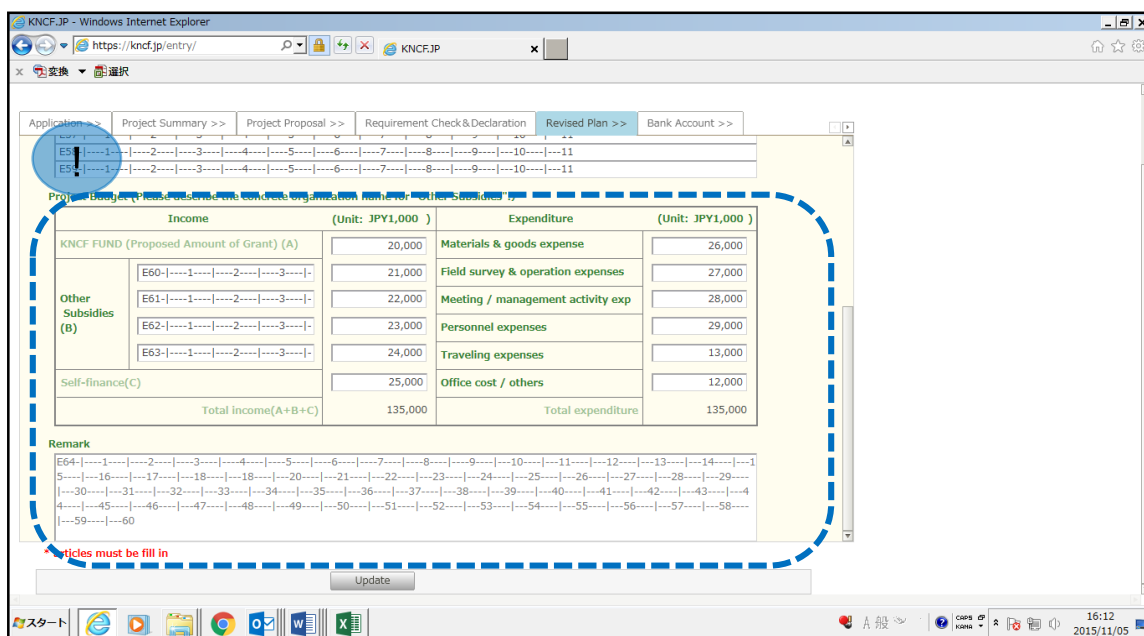
1) Click on "Enter your Revised Plan & Bank Info" button on the main menu



2) Click on the "Revised Plan" tab



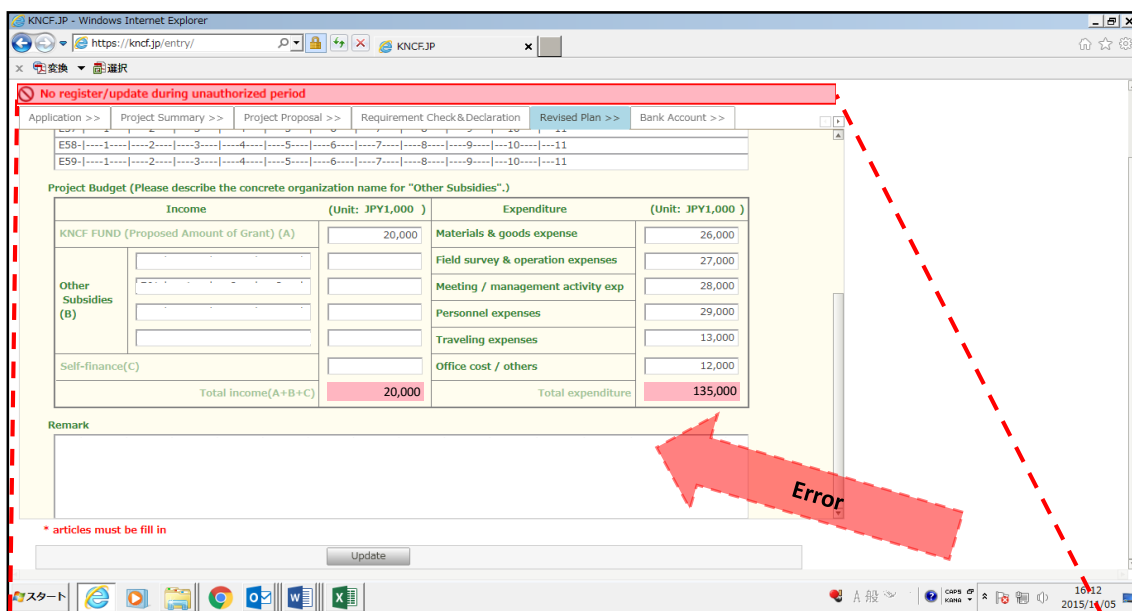
3) The information you provided during registration will be displayed on the screen. Please update the page with the actual amount you were awarded, your activity plan, and your expense report.



The grant amount entered in your Revised Plan must match the actual amount awarded to you by KNCf. An error message will appear if the two amounts do not match.

NEXT

4.1 Revising your Project Plan & Budget Plan 2



No register/update during unauthorized period

Application >> Project Summary >> Project Proposal >> Requirement Check & Declaration Revised Plan >> Bank Account >>

E58-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E59-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11

Project Budget (Please describe the concrete organization name for "Other Subsidies".)

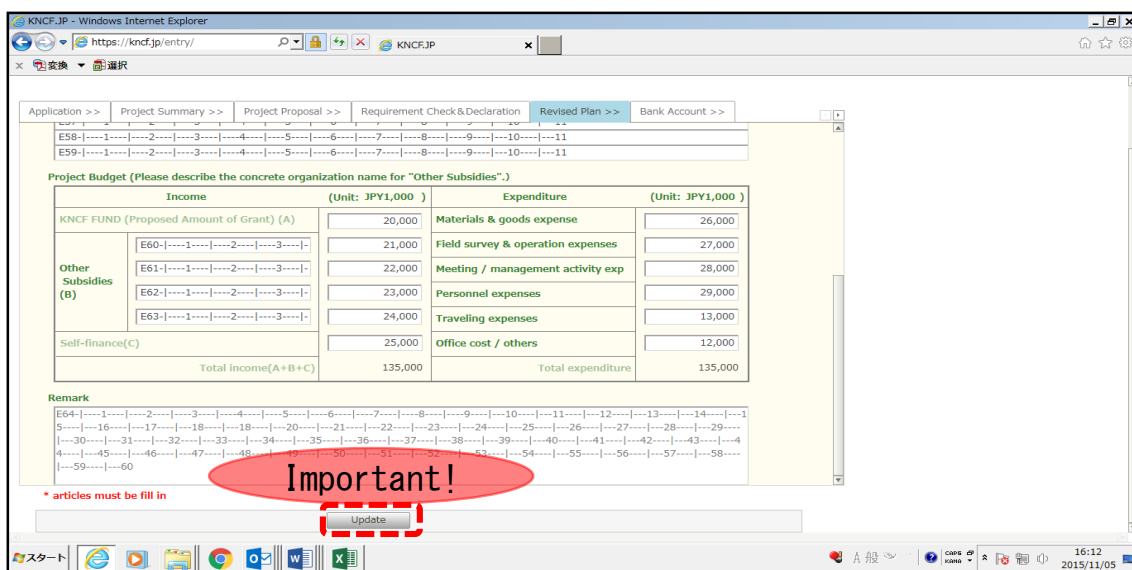
Income (Unit: JPY1,000)		Expenditure (Unit: JPY1,000)	
KNCF FUND (Proposed Amount of Grant) (A)	20,000	Materials & goods expense	26,000
Other Subsidies (B)		Field survey & operation expenses	27,000
		Meeting / management activity exp	28,000
		Personnel expenses	29,000
		Traveling expenses	13,000
		Office cost / others	12,000
Self-finance(C)			
Total income(A+B+C)	20,000	Total expenditure	135,000

Remark

* articles must be fill in

Update

No register/update during unauthorized period



Application >> Project Summary >> Project Proposal >> Requirement Check & Declaration Revised Plan >> Bank Account >>

E58-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E59-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11

Project Budget (Please describe the concrete organization name for "Other Subsidies".)

Income (Unit: JPY1,000)		Expenditure (Unit: JPY1,000)	
KNCF FUND (Proposed Amount of Grant) (A)	20,000	Materials & goods expense	26,000
E60-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11	21,000	Field survey & operation expenses	27,000
E61-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11	22,000	Meeting / management activity exp	28,000
E62-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11	23,000	Personnel expenses	29,000
E63-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11	24,000	Traveling expenses	13,000
Self-finance(C)	25,000	Office cost / others	12,000
Total income(A+B+C)	135,000	Total expenditure	135,000

Remark

E64-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E65-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E66-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E67-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E68-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E69-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E70-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E71-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E72-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E73-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E74-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E75-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E76-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E77-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E78-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E79-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11
E80-1-1-1-1-2-1-3-1-4-1-5-1-6-1-7-1-8-1-9-1-10-1-11

* articles must be fill in

Update

Important!

Important!

If the amount you were rewarded is the same as the amount you applied for then you still need to click on the Update button even though nothing's been changed. Your Revised Plan will not be recognized by the system if you skip this step.

4) For Organizations Whose Grants Were Approved

Step Four: Submitting Your Revised Plan & Bank Info

4.2 Entering your bank account info & attaching your signature 1

1) Click on the Bank Account Info tab

The screenshot shows the KNCJP application portal. The navigation menu at the top includes 'Application', 'Project Summary', 'Project Proposal', 'Requirement Check & Declaration', 'Revised Plan', and 'Bank Account'. The 'Bank Account' tab is highlighted with a red dashed box and a yellow callout bubble saying 'Click Here'. The main content area displays the 'Bank Account Information' form, which includes fields for Organization, Project No. & Project Name, Address of Organization, Phone Number, Beneficiary, Country where the headquarters is located, and Bank details.

2) Enter your bank account information

KNCP-B - Windows Internet Explorer

https://kncp.jp/entry/

公益信託 経団連自然保護基金 / 経団連自然保護協議会
Kaidenren Nature Conservation Fund / Kaidenren Committee on Nature Conservation

Document Output ==>Top Menu

Revised Plan/Bank Account

Application >> Project Summary >> Project Proposal >> Requirement Check & Declaration Revised Plan >> **Bank Account >>**

Bank Account Information

Organization J5d1d1e1---2---3---4---5---6---7---8---9---10---11---12---13---14---15

Project No & Project Name 2016-0274 E07-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15

Address of Organization E05-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15

Phone Number 33333333333333333333

Bank name E06-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15

Branch E07-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15

***name** E05-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15 ***nationality** E06-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15

***address** E07-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15

***Country where the headquarters is located** E08-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15 ***account number** E09-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15

Paying bank/branch name E10-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15

***bank** E70-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15 ***branch** E71-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15

***Country where the bank is located** E72-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15 **SWIFT code** E73-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15 **BIC code** E74-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15 **IBAN code** E75-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15

***address** E76-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15

Signature

You can use both full-width and half-width characters for many fields but there are some that only allow you to use half-width characters.

The screenshot shows the KNCJP website interface. The browser address bar displays 'https://kncjp.gov.pl/en/entry/'. The website header includes the KNCJP logo and navigation links like 'Document Output' and 'Top Menu'. The main content area is titled 'Revised Plan/Bank Account'. Below this, there are tabs for 'Application >>', 'Project Summary >>', 'Project Proposal >>', 'Requirement Check&Declaration', 'Revised Plan >>', and 'Bank Account >>'. The 'Bank Account >>' tab is selected, showing the 'Bank Account Information' form. The form contains several sections: 'Organization' with fields for ID, Project No & Project Name, Address, and Phone Number; 'Beneficiary's' with fields for Name, Nationality, Address, Country where the headquarter is located, and Account number; and 'Paying bank/branch name' with fields for Bank, Branch, Country where the bank is located, SWIFT code, BIC code, and IBAN code. A green dashed line outlines the form area, and a green arrow points to the 'IBAN code' field.

3) After entering your bank account information right-click on the screen and select Print

NEXT

4) For Organizations Whose Grants Were Approved

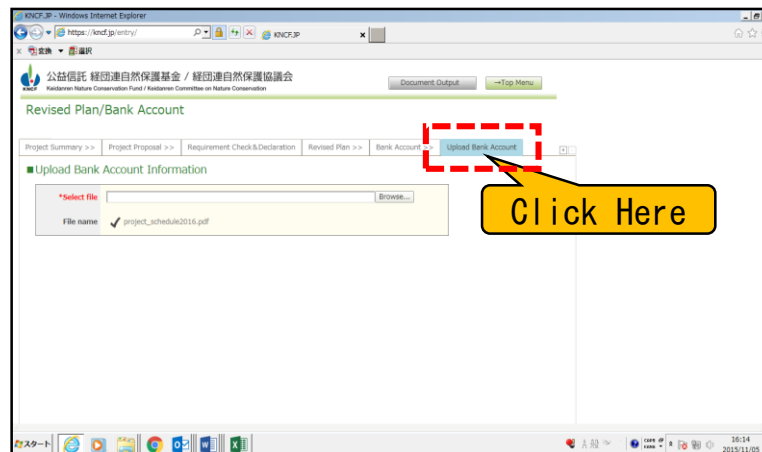
Step Four: Submitting Your Revised Plan & Bank Info

4.2 Entering your bank account info & attaching your signature 2

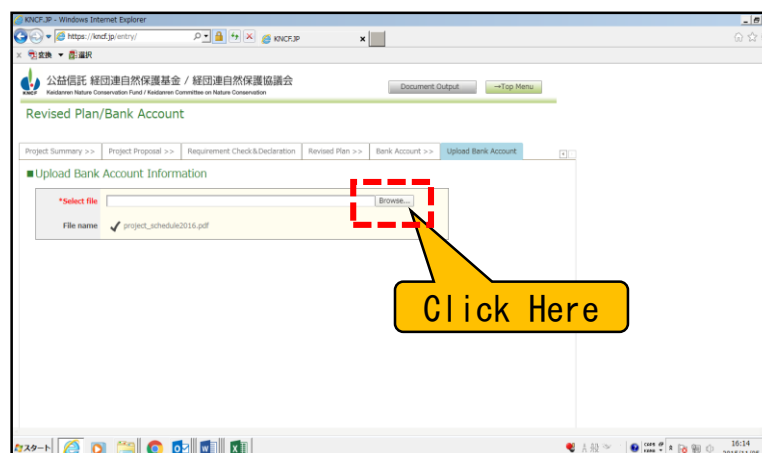
4) Print out the information, sign it (or seal it with your stamp), and then scan it as a PDF file



5) Open the “Upload Bank Account Info” tab



6) Upload the file you made with your signature / seal

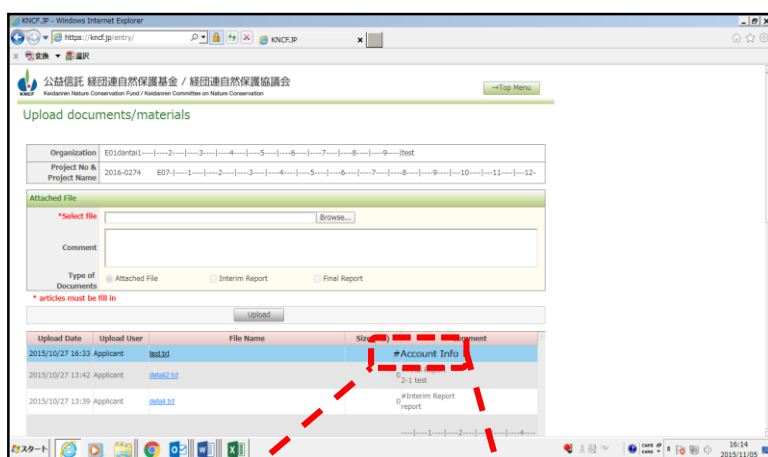
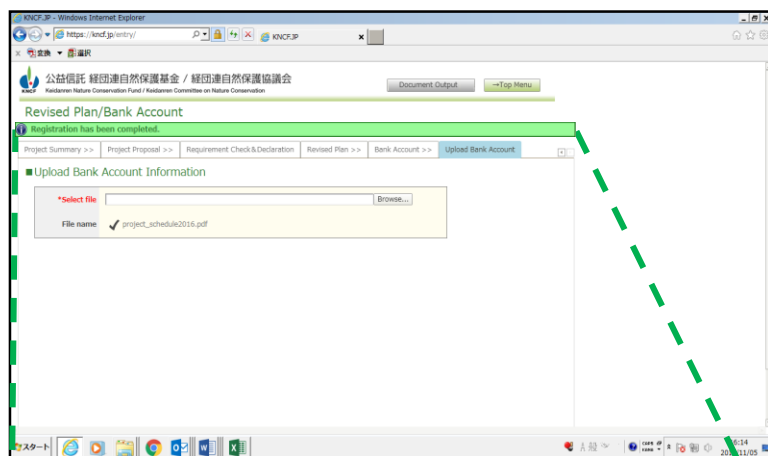


NEXT

Step Four: Submitting Your Revised Plan & Bank Info

4.2 Entering your bank account info & attaching your signature 3

- 7) If #Account Info appears under the list of attached files then your bank account information's been successfully added



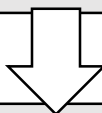
#Account Info

Finished

Step Five: Submitting your Interim Report

5.1 Submitting your Activity Plan and Budget Outline

Please use the provided template that will be uploaded to the KNCF website at the **end of December 2015**

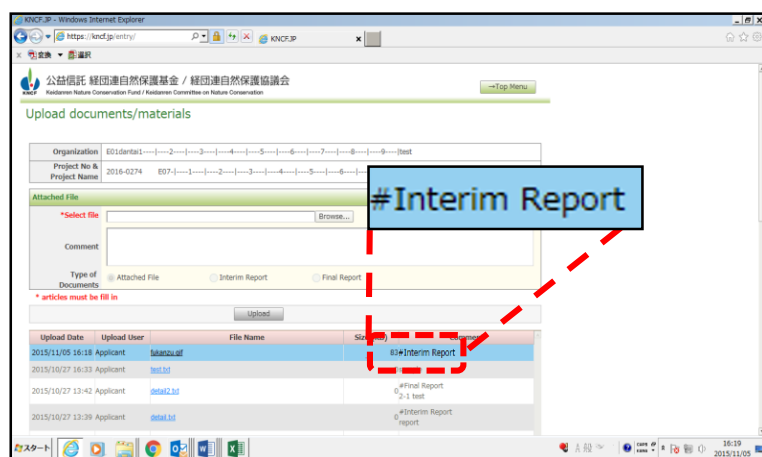
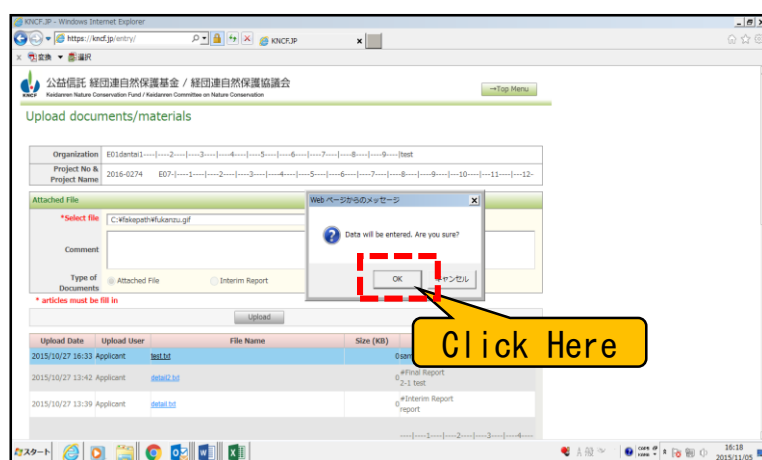


Write up a budget outline from April to September in the **format provided on the KNCF website** and then upload it to the site

5.2 Submitting your Detailed Interim Report

Upload any reports that explain your activities and budget from April until September. Each file can be up to 25 MB in size.

If #Interim Report appears under the list of attached files then your Interim Report's been successfully added



NEXT



4) For Organizations Whose Grants Were Approved

Step Five: Submitting your Interim Report

5.3 Submitting extra files

You may upload any pictures, documents, or booklets if they'll help illustrate what your project will be doing. Any materials that cannot be digitized can be sent to us via post. In addition, you will be sent a reminder message if the deadline for your Interim Report is approaching but it hasn't been submitted yet.

Dear (name or "Designated Representative" if representing a dantai),

You have received a new message regarding the application mentioned below.
Please check the message(s)/comment(s) in the website.

Site URL: <https://knkf.jp/entry/>

Project Number: n/a

Sender: Grantee_E

Message(s)/Comment(s):

To all grantees:

This is a friendly reminder to let you know that the due date for the interim report will be in a week. Submission is mandatory, so please prepare accordingly should you not have already done so. If you have already submitted your report and received this message by mistake, please ignore this message.
Keidanren Nature Conservation Fund Trust, Sumitomo Mitsui Trust Bank, Limited

*This email is sent from a send-only address. No reply email will be sent from this address. In case you have an inquiry, please select the "Contact/Message Exchange" function from the Top Menu.

Trustee: Keidanren Nature Conservation Fund,
c/o Public Trust group, Retail Fiduciary Business Department,
Sumitomo Mistui Trust Bank, Limited (E-mail: charitabletrust@smtb.jp)

This is a friendly reminder to let you know that the due date for the interim report will be in a week.

Dear (name of Japanese Test User) of (name of project),

You have received a new message regarding the application mentioned below.
Please check the message(s)/comment(s) in the website.

Site URL: <https://knkf.jp/entry/>

Project Number: n/a

Sender: Grantee

Message(s)/Comment(s):

To all grantees:

This is a friendly reminder to let you know that the due date for the interim report will be in two days. Submission is mandatory, so please prepare accordingly should you not have already done so. If you have already submitted your report and received this message by mistake, please ignore this message.
Keidanren Nature Conservation Fund Trust, Sumitomo Mitsui Trust Bank, Limited

*This email is sent from a send-only address. No reply email will be sent from this address. In case you have an inquiry, please select the "Contact/Message Exchange" function from the Top Menu.

Trustee: Keidanren Nature Conservation Fund,
c/o Public Trust group, Retail Fiduciary Business Department,
Sumitomo Mistui Trust Bank, Limited (E-mail: charitabletrust@smtb.jp)

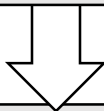
This is a friendly reminder to let you know that the due date for the interim report will be in two days.

4) For Organizations Whose Grants Were Approved

Step Six: Submitting your Final Report

6.1 Submitting your Activity Plan and Budget Outline

Please use the provided template that will be uploaded to the KNCF website at the **end of December 2015**

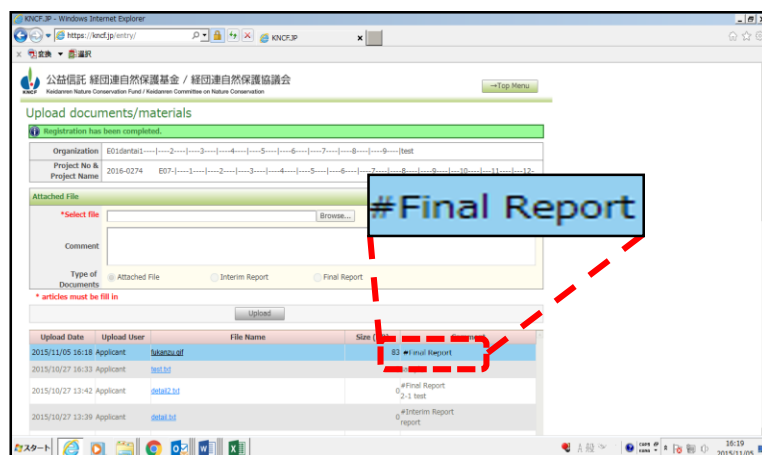
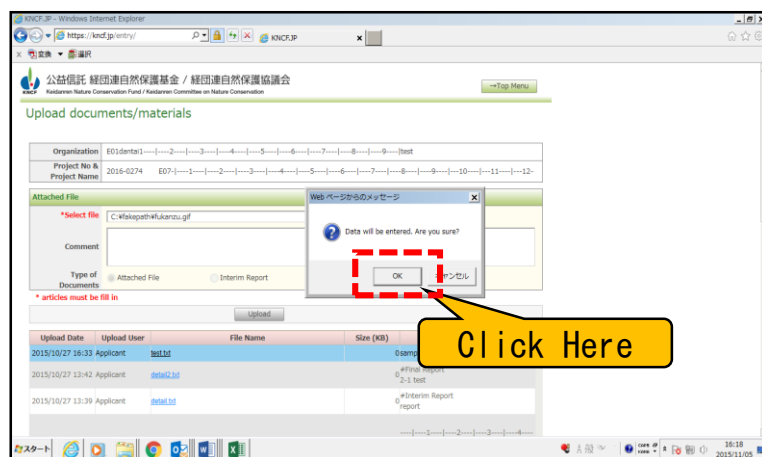


Write up a budget outline from April to March in the **format provided on the KNCF website** and then upload it to the site

6.2 Submitting your Detailed Final Report

Upload any reports that explain your activities and budget from April until March. Each file can be up to 25 MB in size.

If #Final Report appears under the list of attached files then your Interim Report's been successfully added



Step Six: Submitting your Final Report

6.3 Submitting extra files

You may upload any pictures, documents, or booklets if they'll help illustrate what your project will be doing. Any materials that cannot be digitized can be sent to us via post. In addition, you will be sent a reminder message if the deadline for your Final Report is approaching but it hasn't been submitted yet.

Dear (name or "Designated Representative" if representing a dantai),

You have received a new message regarding the application mentioned below.
Please check the message(s)/comment(s) in the website.

Site URL: <https://knkf.jp/entry/>
Project Number: n/a
Sender: Grantee
Message(s)/Comment(s):
To all grantees:

This is a friendly reminder to let you know that the due date for the final report will be in a week. Submission is mandatory, so please prepare accordingly should you not have already done so. If you have already submitted your report and received this message by mistake, please kindly ignore this message. Keidanren Nature Conservation Fund Trust, Sumitomo Mitsui Trust Bank, Limited

*This email is sent from a send-only address. No reply email will be sent from this address. In case you have an inquiry, please select the "Contact/Message Exchange" function from the Top Menu.

Trustee: Keidanren Nature Conservation Fund,
c/o Public Trust group, Retail Fiduciary Business Department,
Sumitomo Mistui Trust Bank, Limited (E-mail: charitabletrust@smtb.jp)

This is a friendly reminder to let you know that the due date for the final report will be in a week.

Dear (name or "Designated Representative" if representing a dantai),

You have received a new message regarding the application mentioned below.
Please check the message(s)/comment(s) in the website.

Site URL: <https://knkf.jp/entry/>
Project Number: n/a
Sender: Grantee
Message(s)/Comment(s):
To all grantees:

This is a friendly reminder to let you know that the due date for the final report will be in two days. Submission is mandatory, so please prepare accordingly should you not have already done so. If you have already submitted your report and received this message by mistake, please ignore this message. Keidanren Nature Conservation Fund Trust, Sumitomo Mitsui Trust Bank, Limited

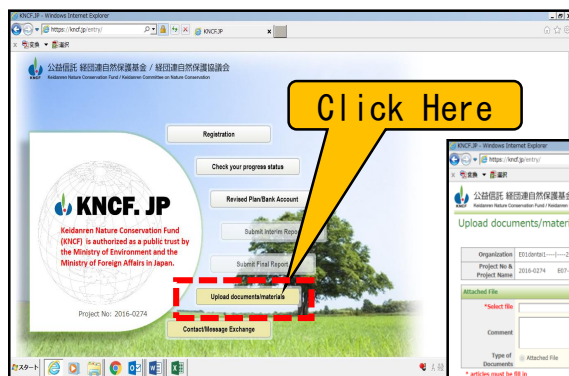
*This email is sent from a send-only address. No reply email will be sent from this address. In case you have an inquiry, please select the "Contact/Message Exchange" function from the Top Menu.

Trustee: Keidanren Nature Conservation Fund,
c/o Public Trust group, Retail Fiduciary Business Department,
Sumitomo Mistui Trust Bank, Limited (E-mail: charitabletrust@smtb.jp)

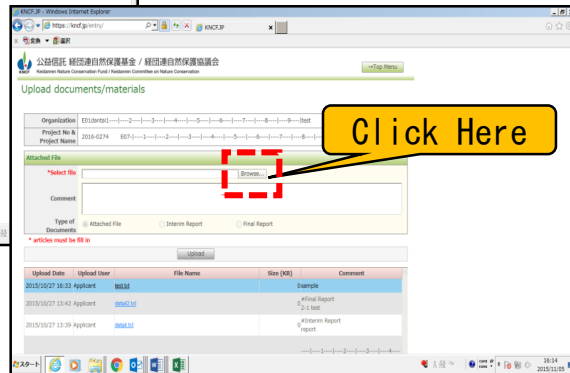
This is a friendly reminder to let you know that the due date for the final report will be in two days.

1) About attaching documents

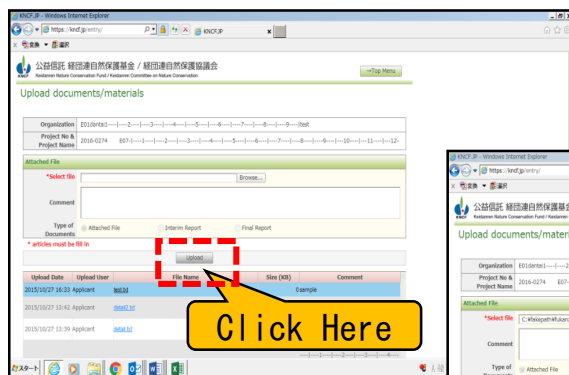
1) Click on "Attach Documents" on the main menu



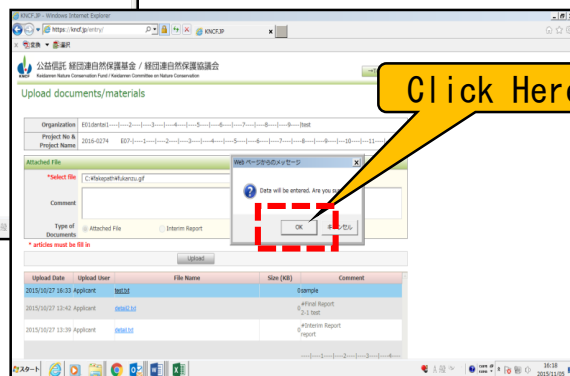
2) Choose the file you want to attach



3) Click Upload after selecting the file you want to attach.
You can upload these extra documents as needed



4) After clicking on Upload a pop-up will appear. Click OK



5) An automated mail will be sent to your organization's contact person to let them know that the file's been uploaded

★Example of the automated mail you may receive

Dear (name of English Test User) of (name of project),

You have received a new message regarding the application mentioned below.
Please check the message(s)/comment(s) in the website.

Site URL: <https://knkf.jp/entry/>
Project Number: 2016-128
Sender: Grantee_E
Message(s)/Comment(s):

To all grantees:

Thank you for applying to the Keidanren Nature Conservation Fund. We would like to let you know that we have uploaded the results of our selection. Please log in and select "View application process" from the menu button to confirm the results for you application.
Keidanren Nature Conservation Fund Trust, Sumitomo Mitsui Trust Bank, Limited

*This email is sent from a send-only address. No reply email will be sent from this address. In case you have an inquiry, please select the "Contact/Message Exchange" function from the Top Menu.

Trustee: Keidanren Nature Conservation Fund,
c/o Public Trust group, Retail Fiduciary Business Department,
Sumitomo Mitsui Trust Bank, Limited (E-mail: charitabletrust@smfb.jp)

2) About the Messaging Function

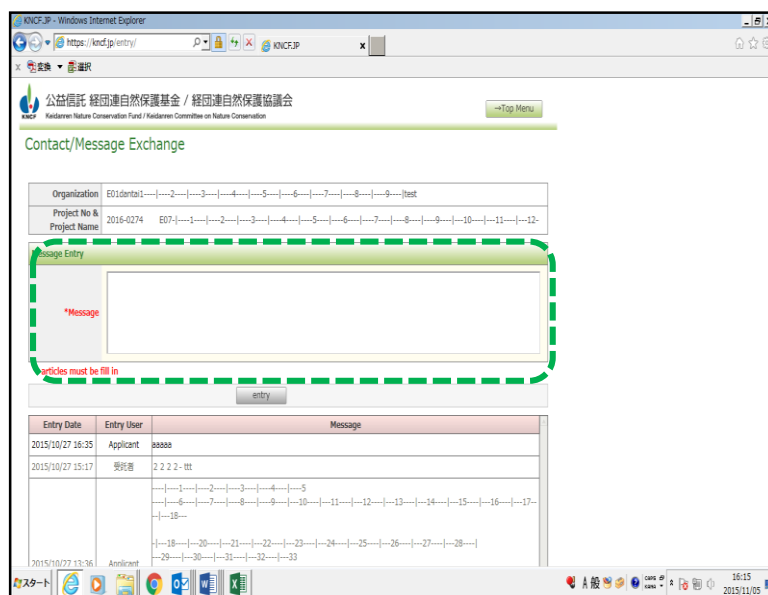
!

You can use the messaging system after completing the user registration.

1) Click on “Message Exchange” on the main menu



2) If you need to contact the person in charge of your grant you can use the Message function to send them a message.



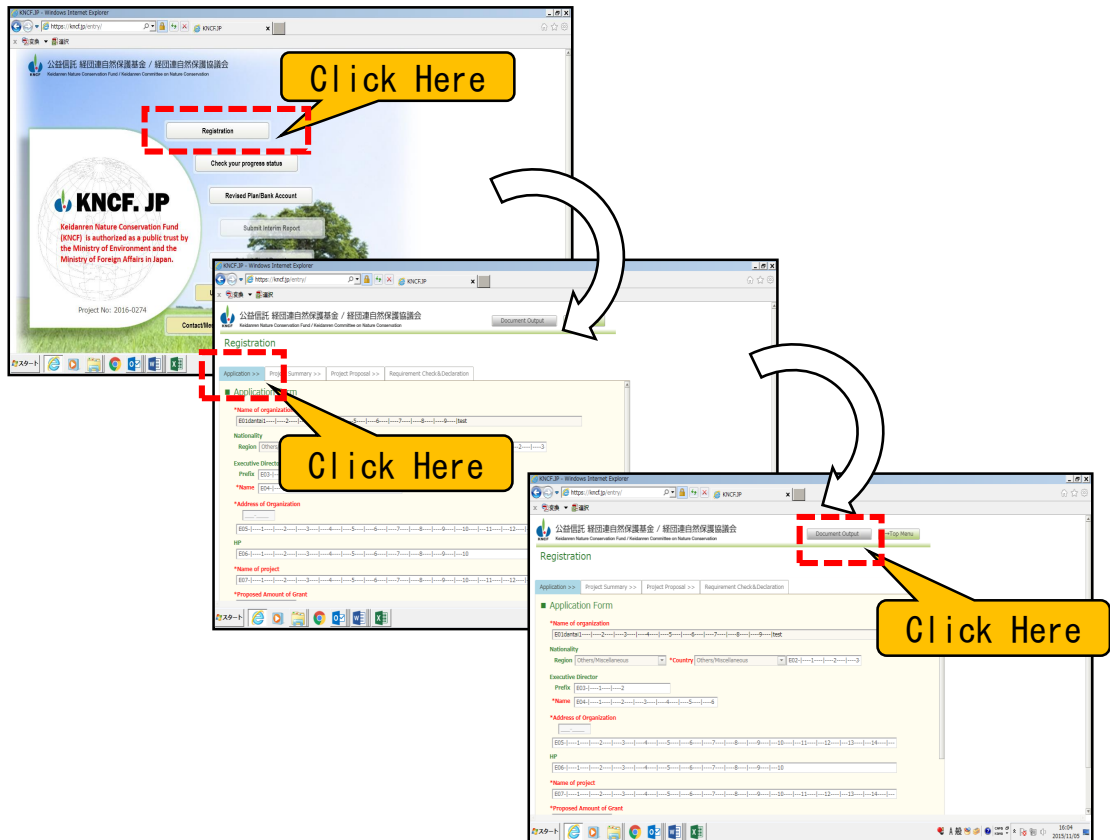
Once your message has been sent the person you're trying to reach will automatically receive an e-mail letting them know that a new message has been received

If you receive a reply – for example, if the results of your application have been uploaded – then it will also show up in the messaging system.

If the person in charge of your grant sends a message to your organization then the person set up as the representative of your group will receive an automated mail

3) About submitting forms

1) When applying for your project use the corresponding User ID and password to access the application registration menu



★ Example of submitted forms

APPLICATION FORM FOR KNCF GRANT

2016 GRANT APPLICATION FORM FOR KEIDANREN NATURE CONSERVATION FUND (KNCF)

We submit our application for the 2016 KNCF grant as follows. In this application, we agree to the provisions defined in the KNCF 2016 Guide for Application. We pledge to use any awarded funds in accordance with the guidelines for applicants.

Name of organization: Association of the XXXXXX Conservation
Executive Director: Ms. Name/Abc Defghi
Prefix: Ms.
Address of organization: P.O. Box 1234, XXXX Street, **** Province, Republic of minnmm
Website: www.aabbc.org/mm
Name of project: Biodiversity Conservation Education Program for **** High School
Proposed Amount of Grant: 1,000 JPY
Country the project is located: Republic of minnmm
Project Director: Name/XXXX Yyyyy
Prefix: Mr.
Phone Number: +8x-22-33-4444
E-mail: hhhh.ii@ababc.ac.m
Fax Number: +8x-22-33-5555
Project Information:
1) Nature Conservation in Developing Countries
Project Location: Developing Countries in Asia Pacific
(Description of the Project Location): minn City, **** Province, Republic of minnmm
Elapsed Year: 4) Third year of the under-granted project
hhhh.ii@ababc.ac.m
Description of the Elapsed Year: Did you receive a grant in the previous year? Yes Amount: 1,250 JPY Submission of Progress Report Yes

We agree and pledge the following conditions in the case of grant approval.

1) Contents of Registration and Duty of Application:
The applicants agree that the contents of this application are accurate and true. The applicants must also understand and obey the application guidelines of the Keidanren Nature Conservation Fund (KNCF).

2) Duties after the grant has been approved:
Once a grant has been approved the applicants must understand and follow the guidelines.

3) Cancellation:
The KNCF reserves the right to stop and/or cancel the grant and to require the refund of the paid grant in case of the following situations:
Reasons of Termination:
a) Falsified application
b) Unapproved expenditure of grant money
c) Making changes to the project without prior notice
d) Surplus after the proposed period
e) Not completing the project as scheduled

4) About the handling of personal data:
Applicants agree to allow the KNCF to share personal information, such as names and addresses, given through this application with the grant selection committees, trustee, auditor, relative government authorities, or any other relative organizations. Once the grant has been approved the applicants also agree to allow the KNCF to include information such as their names and past achievements when announcing the project information to the public.

The trustee's space: 募集印 登録印 備考 プロジェクト番号

II. Project Summary Sheet

Name of project: 交通安全保護

Name of organization: 三井住友信託銀行
Nationality: Japan

Project Information

Project Category (the following corresponding items): Natural Resource Management
Country the project located: Japan

Project Site Outline
a. Site location: Country/Province/Administrative district(Municipality)・Longitude & Latitude, if needed
JAPAN
b. Description of the project site (geography, climate, ecosystem, target area(ha) and any special condition)
ABIG

Background and Purpose of the Project (including the importance & urgency of the project)
DEF

Concrete Activity List (contents, rough schedule, counter part & it's role and expected outcome/results)
ghi

東031 支援金申請資料 1/3 印刷日時: 2015/11/4 22:30

All forms can be submitted as MS Excel files



**Charitable Trust - The Keidanren Nature Conservation Fund
Trustee Retail Department Sumitomo Mitsui Trust Bank
Charitable Trust Group**

Ph#: 03-5232-8910 FAX: 03-5232-8919

E-MAIL: charitabletrust@smtb.jp

About the Fund Management System:

**The Keidanren Nature Conservation Fund Head Office
(Attn: Wakabayashi)**

Ph# 03-6741-0981 E-MAIL; kncf@keidanren.or.jp